



**MINUTES OF THE MEETING OF  
THE CABINET**

**TUESDAY 8 MARCH 2016  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

**1**

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**Committee Members Present:**

Councillor S Akhtar  
Councillor T Day  
Councillor D Grant  
Councillor D Hampshire  
Councillor J McMillan  
Councillor M Veitch (Convener)

**Other Councillors Present:**

Councillor D Berry  
Councillor S Brown  
Councillor J Caldwell  
Councillor S Currie  
Councillor J Gillies  
Councillor J Goodfellow  
Councillor P MacKenzie  
Councillor F McAllister  
Councillor J Williamson

**Council Officials Present:**

Mrs A Leitch, Chief Executive  
Ms M Patterson, Depute Chief Executive – Partnerships and Community Services  
Mr A McCrorie, Depute Chief Executive – Resources and People Services  
Mr D Small, Director of Health and Social Care Partnership  
Mr J Lamond, Head of Council Resources  
Mr D Proudfoot, Head of Development  
Mr T Shearer, Head of Communities and Partnerships  
Mrs M Ferguson, Service Manager – Legal and Procurement  
Ms S Fortune, Service Manager – Business Finance  
Ms M Galloway, Service Manager – Community Partnerships  
Ms E Shaw, Corporate Finance Manager  
Ms E Wilson, Service Manager – Economic Development and Strategic Investment

**Clerk:**

Mrs L Gillingwater

**Apologies:**

Councillor W Innes

**Declarations of Interest:**

*Item 3 – Partnership Funding*

Councillor McMillan declared an interest as the Council representative on the following organisations: Bridge Centre Management Committee, Haddington Garden Trust and Lamp of Lothian Trust.

Councillor Hampshire declared an interest as the Council representative on the Dunbar Community Development Company.

Councillor Grant declared an interest as the Council representative on the Lothian Mineworkers' Convalescent Home Trust.

**Order of Business**

The Convener announced that as a member of Cabinet had to leave the meeting early, the report on Partnership Funding would be discussed prior to the report on the Finance Review 2015/16, Quarter 3.

**1. MINUTES FOR APPROVAL – CABINET 12 JANUARY 2016**

The minutes of the meeting of the Cabinet of 12 January 2016 were approved.

**2. SUMMARY OF CONTRACTS AWARDED BY EAST LoTHIAN COUNCIL, 1 SEPTEMBER 2015 – 24 FEBRUARY 2016**

A report was submitted by the Depute Chief Executive (Resources and People Services) advising Members of all contracts awarded by the Council from 1 September 2015 to 24 February 2016 with a value of over £150,000.

The Clerk advised that there was one contract to report, which related to mechanical and electrical works and building alterations at Penston House, Macmerry.

Councillor Currie observed that no East Lothian-based companies had tendered for this contract and asked if any discussions had taken place with local firms at the pre-tender stage. The Head of Development, Douglas Proudfoot explained that this project was tendered openly, and that the nature of the work was specialised.

Councillor Akhtar asked about the value of contracts under £150,000 awarded to East Lothian-based firms. Mr Proudfoot reported that around £2 million worth of contracts had been awarded to local companies.

**Decision**

The Cabinet agreed note the award of contracts with a value of over £150,000 from 1 September 2015 to 24 February 2016, as listed in Appendix 1 to the report.

**3. PARTNERSHIP FUNDING 2016/17**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) making recommendations on awards to agencies and organisations from partnership funds budget for by East Lothian Council in the financial year 2016/17. The report further continued the 'One Council Approach to Partnership Funding' by bringing together support provided to Adult Wellbeing payments to partner agencies, Children's

Wellbeing payments to partner agencies and organisations, Community Councils and Community Partnership Funding.

The Head of Communities and Partnerships, Tom Shearer, presented the report, drawing Members' attention to the change of format, which now included grants to Adult Wellbeing organisations, Children's Wellbeing organisations and Community Councils, as well as funding to community partnerships. He also noted that the application procedure for community partnership grants had been reviewed and that recommendations made by Internal Audit had been followed up. He drew attention to an update to Appendix 1, in that the grant to East Lothian and Midlothian Women's Aid and Young Carers would be funded at the same level as last year, which would bring the total for Adult Wellbeing funding to £659,798.

Councillor Currie asked how grants to organisations providing adult wellbeing services would be dealt with following the integration of health and social care. David Small, Director of Health and Social Care, advised that the process in future years would be different in that the grants would require approval by the Integration Joint Board (IJB) and they would have to support the IJB's strategic plan and outcomes. He noted, however, that the grants would still be presented to Cabinet for approval.

In response to other questions from Councillor Currie, Mr Shearer advised that the £600,000 awarded to Area Partnerships would be detailed in a report to Cabinet in April. As regards awards to a number of other organisations, Mr Shearer reported that Transportation officials were in discussions with Lammermuir Community Transport with a view to supplementing the Council's transport services, the outcome of which may result in a review of their grant award. He noted that the awards to Pennypit Special Needs Youth Club and Richmond's Hope had always been at around the level awarded for 2016/17, and that he believed that this funding was appropriate to support the activities of those organisations.

Councillor Berry questioned the award proposed for Winterfield Golf Club. Mr Shearer pointed out that this particular golf club provided opportunities and access to golf for people who may not otherwise be able to take part in the sport, and that the Council was supporting the golf club in order that they could continue operating.

Councillor Day opened the debate by announcing that Myra Galloway, Service Manager – Community Partnerships and author of the report, would shortly retire from the Council after 37 years' service. He was joined by those present in thanking Ms Galloway for her contribution to the Council and wishing her well in her retirement.

A number of Members highlighted the valuable work carried out by the various organisations outlined in the report. Tribute was paid to the staff and volunteers associated with those organisations. Members of Community Councils and Area Partnerships, and the Council staff supporting them, were also thanked for their contributions to community activities.

The Convener then moved to approve the report recommendations, with the exception of those items where Members had declared an interest (Bridge Centre, Dunbar Community Development Company, Haddington Garden Trust, Lamp of Lothian Trust and Lothian Mineworkers' Convalescent Home).

### **Decision**

The Cabinet agreed to approve the awards (see recommendation (iv) below), with the exception of those listed above.

**Sederunt:** Having declared an interest as the Council's representative on the Bridge Centre Management Committee, Haddington Garden Trust and the Lamp of Lothian Trust, Councillor McMillan left the Chamber.

#### **Decision**

The Cabinet agreed to approve the proposed awards to the Bridge Centre, Haddington Garden Trust and the Lamp of Lothian Trust.

**Sederunt:** Councillor McMillan returned to the Chamber. Having declared an interest as the Council's representative on the Dunbar Community Development Company, Councillor Hampshire left the Chamber.

#### **Decision**

The Cabinet agreed to approve the proposed award to the Dunbar Community Development Company.

**Sederunt:** Councillor Hampshire returned to the Chamber. Having declared an interest as the Council's representative on the Lothian Mineworkers' Convalescent Home Trust, Councillor Grant left the meeting.

#### **Decision**

The Cabinet agreed to approve the proposed award to the Lothian Mineworkers' Convalescent Home.

**Sederunt:** Councillor Grant returned to the Chamber.

#### **Decision**

The Cabinet agreed:

- i. to approve the proposed allocation of funding from Adult Wellbeing budget sources totalling £659,798 (as amended) (see Appendix 1 to the report);
- ii. to approve the proposed allocation of funding from Children's Wellbeing budget sources totalling £682,857 (see Appendix 2 to the report);
- iii. to approve the allocation of Community Council Administration Grants and Local Priorities Scheme budget sources totalling £130,050 (see Appendix 3 to the report);
- iv. to approve the allocation of Community Partnership Funding budget sources totalling £2,195,556 (see Appendix 4 to the report); and
- v. to note that all awards would be monitored over the year ahead.

#### **4. FINANCIAL REVIEW 2015/16: QUARTER 3**

A report was submitted by the Depute Chief Executive (Resources and People Services) recording the financial position at the end of the third quarter (period to 31 December) of the financial year 2015/16.

Jim Lamond, Head of Council Resources, presented the report. He drew attention to the key aspects, including: the financial performance of each directorate, the underspend within the

Housing Revenue Account (HRA), expenditure on capital projects, and the overall financial position as at the end of Quarter 3.

Councillor MacKenzie questioned the extent of the underspend, particularly within the area of pre-school education. Mr Lamond reminded him that this was the financial position as at the end of December and that the situation would have changed by the year end. He added that the plans as regards how the Council delivers its statutory obligations for 2016/17 would be developed by the year end.

In response to a number of questions from Councillor Currie, Mr Lamond accepted that staying within budget for Adult Wellbeing and Children's Wellbeing services would be challenging; however, he believed that it was possible to identify and delivery significant efficiency savings in these two areas. David Small, Director of Health and Social Care, added that these two budgets would be in a more favourable position at the year end than at the end of Quarter 3, and that work was underway, through the Integration Joint Board, to address issues within the social care service.

On expenditure on housing, Mr Lamond reported that the expenditure level for modernisations was at 66%, and that officers from that area were confident that by the year end expenditure would reach the approved budget levels. He advised that there was a 58% underspend in the provision of affordable housing, but that expenditure in Quarter 3 had been higher than Quarters 1 and 2, which demonstrated fluctuations and variations on spending. He noted that expenditure in this area was dependent on development of strategic sites, and that there had been delays in bringing forward units in at Pinkie and Hallhill. Douglas Proudfoot, Head of Development, stated that the timing of these developments was outwith the Council's control, but that there were signs of delivery now. He offered to provide Councillor Currie with further details.

As regards the underspend in general services, Mr Lamond noted that the levels of variation were not untypical, but there were no areas where services were not being provided. However, he warned that the pressure on a number of services was becoming more acute due to the suppression of vacancies to meet future planned budget reductions. Mr Lamond also provided an explanation about the loss of anticipated grant funding for the Mid Road Industrial Estate project. He noted that a report on this matter would be presented to the Audit & Governance Committee in due course.

Councillor Berry expressed concern at the impact on services of not filling vacant posts. He also raised questions in relation to the progress of a number of projects. Mr Lamond reassured him that where timescales had been affected, these projects would be carried forward into the 2016/17 financial year. He offered to provide further details on project slippage in future reports. It was noted that in some cases, the work was well underway, but that it had not yet been paid for.

Councillor McAllister requested further details as regards changes to library services. Tom Shearer, Head of Communities and Partnerships, advised that staffing levels in this area were at almost full establishment, and that recent changes to this service had had a positive impact.

Councillor Grant asked Mr Lamond for an assessment of the Council's performance at the end of Quarter 3. Mr Lamond reported that the Council was in a satisfactory position; however, he warned of the challenges facing the Council for the next 5-10 years.

Councillor Currie commented that it was not satisfactory for the Council to be carrying a significant underspend. He also expressed concern about capital project slippage and the financial implications for future years. He believed that achieving savings of £5.2 million in Adult Wellbeing services was unrealistic, and voiced his concerns as regards the Mid Road

Industrial Estate situation, coastal car parking charges and the pressures on the Council to provide cemetery space.

Councillor Akhtar referred to the challenging financial climate in which the Council was operating, pointing out that staff had worked hard to maintain services and that managers were doing everything possible to work within their budgets. She reminded Members that the Council's external auditors had reported favourably on the Council's financial strategy, and that external feedback on Council services remained favourable. Councillor Hampshire echoed these comments, highlighting the efforts of staff to achieve savings whilst delivering services.

**Sederunt:** Councillor Hampshire left the meeting.

Councillor Grant accepted that meeting the efficiency savings target within Adult Wellbeing would be challenging; however, he advised that progress was being made in this area.

Councillor Veitch spoke of the importance of delivering budget commitments, despite the reduced financial settlement from the Scottish Government. However, he believed that the Council's financial strategy was the right one to meet the challenges ahead.

## **Decision**

The Cabinet agreed to note the financial performance of services at the end of December 2015.

## **5. CONSTRUCTION SECTOR ACTIVITY**

A report was submitted advising Cabinet of focused activity being undertaken across Council services to ensure opportunities for the local labour market and Small and Medium Enterprises (SMEs) in the construction sector are maximised.

Esther Wilson, Service Manager – Economic Development and Strategic Investment, presented the report, outlining the programme of activity as regards maximising opportunities within the construction sector. She highlighted the key aspects of the report, including the establishment of a construction academy, the procurement of a construction framework, apprenticeships and events targeting local construction businesses.

Responding to questions from Councillor Berry, Ms Wilson anticipated that apprentices would gain experience through undertaking a wide range of projects. She noted that discussions were ongoing with private sector companies as well as looking at in-house activities. She also advised that transport would be provided for pupils travelling to the Construction Academy from East Lothian schools.

As regards community benefits in procurement, Ms Wilson set out the difficulties in securing apprenticeships for short–medium term projects, but that the Council was looking at ways of delivering apprenticeships through financial contributions from private contractors. She also spoke of the importance of proper monitoring of apprentices throughout their apprenticeship.

Councillor Currie asked if a framework would be coming forward that would allow the Council to give preferential treatment to local contractors. Morag Ferguson, Service Manager – Legal and Procurement Services, advised that the Council would be in breach of EU regulations should they favour contractors on the basis of them being local. However, she noted that other factors could be taken into account when awarding contracts, including benefits to the local community. Ms Wilson added that local businesses could access assistance and advice when completing their public sector procurement documentation.

Councillor MacKenzie remarked that changes to schooling would have an impact on school staffing, accommodation and budgets in the future.

The establishment of the Construction Academy and the partnership working with Edinburgh College and local businesses was welcomed by Members. It was recognised that East Lothian had a strong history in the construction trades and that the Construction Academy would have a significant effect on the futures of young people in the county.

The Convener concluded the debate by commenting that the issue of public transport between the east and west of the county should be raised with private transport providers.

### **Decision**

The Cabinet agreed to note the contents of the report, in particular:

- i. to delivery of a Construction Academy in Musselburgh, opening in August 2016, offering 16 places in the school year 2016/17;
- ii. a new Construction Framework for multi-trade work, below the Official Journal of European Union (OJEU) threshold, would be in place in June 2016;
- iii. officers are actively pursuing options to put in place a shared public/private delivery model for apprenticeships in construction; and
- iv. that drop-in roadshow events would be held targeting local construction businesses in the spring and autumn, offering a range of advice and information.

### **6. THE EAST Lothian Council (Big Nature Festival, Levenhall Links, Musselburgh) (Exemption) Order 2016**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) seeking Cabinet approval for the making of an Order under Section 11 of the Land Reform (Scotland) Act 2003 to facilitate the holding of the Royal Society for the Protection of Birds' 2016 'Scotland's Big Nature Festival' at Levenhall Links, Musselburgh, East Lothian.

The Service Manager – Sport, Countryside and Leisure, Eamon John, presented the report, setting out the purpose of the Order and advising that it was consistent with the provisions of the Land Reform Act.

Councillor Currie commented on the organisation and success of last year's Festival, and suggested that it could be expanded to include other events, such as a book festival. His views were shared by Councillor McAllister who also mentioned the importance of securing the land at Levenhall Links.

Councillor McMillan noted that wildlife tourism was currently under consideration. He referred to the support for this Festival from community groups and spoke in support of promoting festivals within East Lothian.

### **Decision**

The Cabinet agreed to approve the making of The East Lothian Council (Big Nature Festival, Levenhall Links, Musselburgh) (Exemption) Order 2016.

**7. MINUTES FOR NOTING**

The approved minutes of the Sustainable Economy Partnership held on 23 September 2015 were noted.

Signed .....

Councillor Michael Veitch  
Depute Council Leader and Depute Convener of the Cabinet



**REPORT TO:** Cabinet

**MEETING DATE:** 12 April 2016

**BY:** Depute Chief Executive (Partnerships and Community Services)

**SUBJECT:** Mobile Library Service

**2**

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**1 PURPOSE**

- 1.1 The purpose of the report is to advise Cabinet Members of a reprovision of the mobile library service within East Lothian.

**2 RECOMMENDATIONS**

- 2.1 That Cabinet notes the reprovision of a proposed new mobile library service within East Lothian by Midlothian Council Library Service and the new Scottish Borders Trust – Live Borders – Library Service.

**3 BACKGROUND**

- 3.1 East Lothian Council has operated a mobile library service for many years to its more rural communities.
- 3.2 In 2013 the large mobile library HGV 12-ton vehicle was coming to the end of its life and was removed from service (MLS Report 242/13 refers). The remaining mobile library 7.5-ton vehicle also required replacement within the next couple of years.
- 3.3 As part of that service review, routes were configured to concentrate on village centres and each village received a fortnightly service from the mobile library vehicle. The HGV vehicle had previously visited nursery and primary schools.
- 3.4 In the summer of 2015, a Mobile Library Service Review was undertaken and whilst the service continued to be well used in a number of the villages, it was noted that many of the borrowers also used other branch libraries (70%).

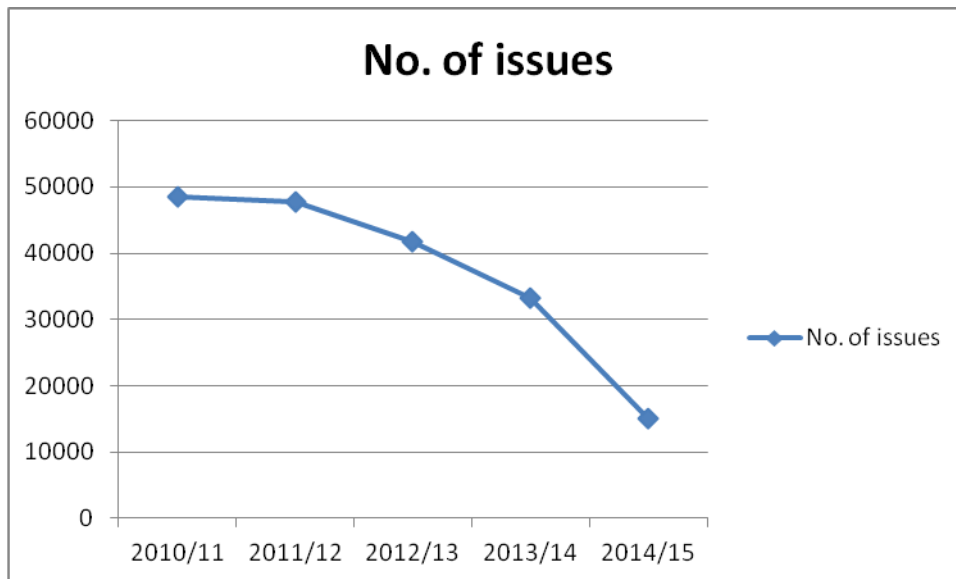
3.5 Since reducing to one vehicle, the number of visits to the mobile library has decreased quite dramatically. This has been compensated by the number of class visits increasing to the branch libraries.

	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
No. of visits	14985	13387	17428	11666	4199



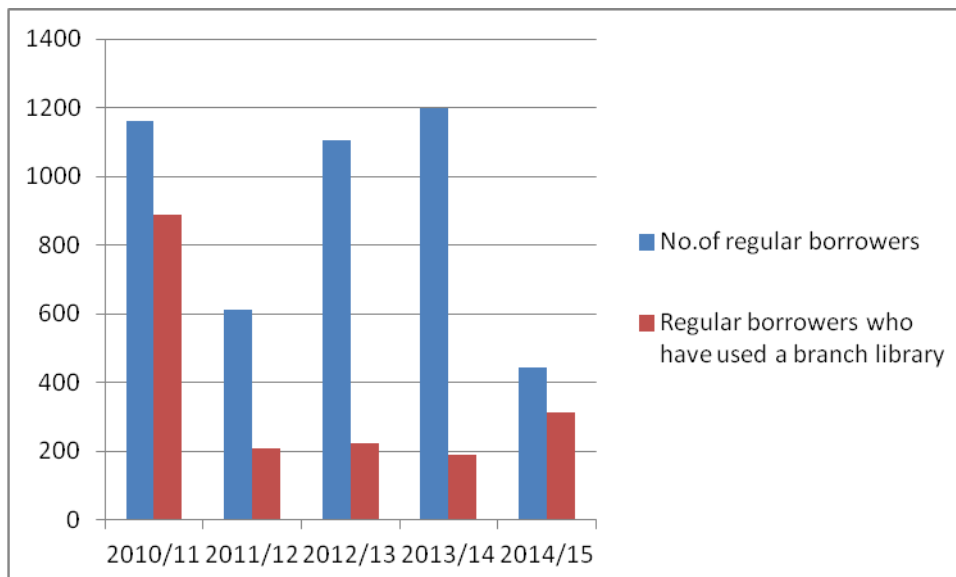
3.6 The number of issues has also been steadily decreasing, which is in line with what is happening with borrowing figures nationally.

	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
No. of issues	48482	47760	41828	33215	15020



3.7 The number of regular borrowers ie those borrowers who have borrowed books 3 times or more in a year has also decreased. The % of regular borrowers who have used a branch library has also increased:

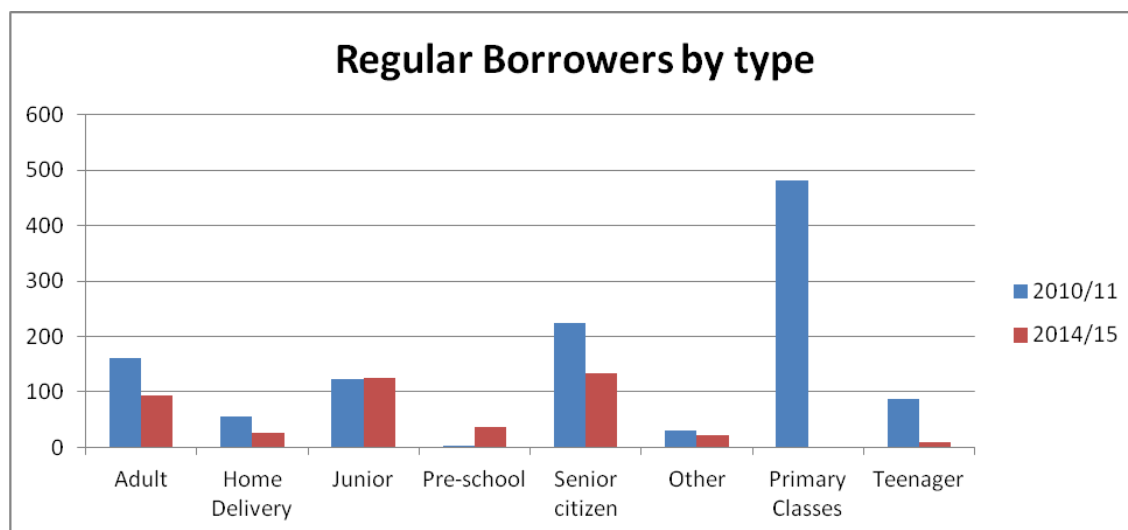
	2010/11	2011/12	2012/13	2013/14	2014/15
No. of regular borrowers	1162	611	1105	1199	444
Regular borrowers who have used a branch library	890	207	224	190	312



3.8 However, when we look at the regular borrower type and the change which has occurred between 2010/11 and 2014/15, the main borrowers have nearly halved in 5 years.

## Regular Borrowers by type

	Adult	Home Delivery	Junior	Pre-school	Senior citizen	Other	Primary Classes	Teenager
2010/11	160	56	122	3	224	31	482	87
2014/15	93	27	125	36	133	21	0	9



It was clear that this was no longer a sustainable service as the regular borrowers were reducing and the existing vehicle also needed replaced.

- 3.9 The replacement cost of the mobile library service was likely to be between £100,000 and £120,000 which would come from Capital. The ongoing revenue costs to Customer Services for the vehicle and fuel costs alone would be around £20,000 per annum.
- 3.10 We consulted other councils on the provision of their mobile library service in October 2015. Of the 15 councils which responded, 3 did not provide a mobile library service.
- 3.10.1 Of the 12 councils who did have a mobile library service, 4 had 1 vehicle, 3 had 2 vehicles and 5 had 3 or more vehicles. Of the 5 councils who operated 3 or more vehicles, 1 was considering withdrawing their mobile library service altogether, and 2 were considering reducing the number of vehicles.
- 3.10.2 Three of the councils were considering reducing their frequency of visits or moving customers from the mobile library service to home delivery service.
- 3.10.3 Three councils had either recently replaced a vehicle or had gained funding to replace a vehicle.
- 3.10.4 Four councils required to replace vehicles.

- 3.11 As it was clear that library book borrowers were moving from the mobile library service to either the home delivery service or using branch libraries, there could be no business case to continue to directly provide a mobile library service for the next 8 years.
- 3.12 The Library Service has also been promoting the use of eResources and encouraging people to use and come into the branch libraries by the provision of a variety of initiatives and events, i.e. craft sessions, knit and natter sessions, Lego Clubs, Homework Clubs, Sport reminiscence groups, dementia friendly groups and library events.
- 3.13 Approaches were made to Midlothian Council and Scottish Borders Council to see if they could assist in the provision of a mobile library service to East Lothian Council residents and both library services were interested. Midlothian Council had recently purchased a new mobile library vehicle and Scottish Borders Council had reviewed their mobile library service in 2014 and had amended routes. They could provide a service to Oldhamstocks and Innerwick.
- 3.14 Unfortunately, due to staff illness and the mobile library vehicle in East Lothian having regular mechanical problems, a decision was taken by the Service Manager – Customer Services to cease the service prior to Christmas 2015.
- 3.15 The Mobile Library User Survey was undertaken during November/December 2015 (Appendix 1) and the majority of users advised that if there was no mobile library service provided that they would go to a branch library (77%).
- 3.16 Whilst there was a high satisfaction with the service, there was gratitude from those who used the service that the Council had been able to maintain the service for so long and they would be sad to lose the mobile library service.
- 3.17 Discussions took place with respective service managers in both Midlothian and Scottish Borders Councils and it was agreed that the new Scottish Borders Trust would extend one of their routes to cover Oldhamstocks and Innerwick and Midlothian Council would cover Whitecraig, Pencaitland, Humbie, Macmerry, East Saltoun and Gifford.
- 3.18 Midlothian Council Library Service has taken the opportunity to review their mobile library routes and remove stops where there was little usage of the mobile library which freed up time to provide a service to East Lothian villages.
- 3.19 It is anticipated that a mobile library service from Midlothian Council will be provided to East Lothian villages every second Thursday and part of the day every second Friday. A mobile library service will be provided to the villages of Oldhamstocks and Innerwick every third Friday afternoon.

- 3.20 A service level agreement (SLA) is being drawn up between Midlothian Council and East Lothian Council and between the new Scottish Borders Trust and East Lothian Council. These SLAs will be for one financial year and will be reviewed annually.
- 3.21 The Midlothian Council Mobile library will have livery to reflect partnership working with East Lothian Council.
- 3.22 Mobile library members in East Lothian Council will become members of Midlothian Council library service and the new Scottish Borders Trust respectively, depending on which mobile library is servicing their village. They will be subject to the policies of the respective Library Services.
- 3.23 Regular meetings will be held between all three library services and communication arrangements have been made between the councils.
- 3.24 It is proposed to begin this new service during April and May 2016.
- 3.25 It is proposed to have a joint launch of this Service with Elected Members at a time convenient to all three councils.
- 3.26 This new service will mean that some East Lothian residents will still receive a mobile library service.
- 3.27 Where we cannot provide a mobile library service in those villages that used to receive this service, we will pilot pop-up libraries.
- 3.28 Some mobile library users have requested transfer to the Home Delivery Service.

#### **4 POLICY IMPLICATIONS**

- 4.1 Mobile library members in East Lothian Council will become members of Midlothian Council Library service and Live Borders – Library Service and they will be subject to the policies of the respective Library Services when they use their mobile libraries.

#### **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report has been through the Integrated Impact Assessment process and some negative impacts have been identified.

These relate to the possible increased cost of travel to library buildings for service users where routes are changing if they are having to make specific journeys just to gain access to the library service.

There will also be a loss of service in some areas particularly to elderly people but a Home Delivery Service can be provided.

The Integrated Impact Assessment will be published shortly.

## **6 RESOURCE IMPLICATIONS**

- 6.1 Financial - There will be charges made by Midlothian Council and Live Borders – Library Service which have been budgeted for.

The cost of the provision of a mobile library service has reduced from £129,334 in 2012/13 to £15,000 in 2016/17.

- 6.2 Personnel - The member of staff involved in the provision of the mobile library service has been managed through the policy and procedure related to redundancies.

- 6.3 Other - None

## **7 BACKGROUND PAPERS**

- 7.1 MLS Service Review Report – Mobile Library Service Review – November 2013 – 242/13

- 7.2 Appendix 1 – Mobile Library User Survey – December 2015

<b>AUTHOR'S NAME</b>	Eileen Morrison
<b>DESIGNATION</b>	Service Manager – Customer Services
<b>CONTACT INFO</b>	01620 827211
<b>DATE</b>	31 March 2016





## Appendix 1

### Copy of Customer Survey for Mobile Library Users

#### Q1 Please advise the Mobile Library stop which you use

Answered: 93 Skipped: 1

#	Responses	Date
1	Athelstaneford Nursery Class	12/24/2015 8:29 AM
2	Humbie	12/22/2015 8:41 AM
3	Humbie	12/22/2015 8:40 AM
4	Hunbie	12/22/2015 8:39 AM
5	East Saltoun	12/22/2015 8:38 AM
6	Bolton	12/22/2015 8:37 AM
7	East Saltoun	12/22/2015 8:37 AM
8	Oldhamstocks	12/22/2015 8:36 AM
9	Innerwick	12/22/2015 8:35 AM
10	Innerwick	12/22/2015 8:34 AM
11	Stenton	12/22/2015 8:33 AM
12	Innerwick	12/22/2015 8:33 AM
13	Stenton	12/22/2015 8:32 AM
14	East Saltoun	12/18/2015 12:42 PM
15	Camptoun	12/16/2015 1:19 PM
16	Dirleton	12/16/2015 1:17 PM
17	Drem	12/16/2015 1:16 PM
18	Drem	12/16/2015 1:15 PM
19	Ballencrieff	12/15/2015 4:47 PM
20	Aberlady	12/15/2015 4:46 PM
21	Ballencrieff	12/15/2015 4:46 PM
22	Aberlady	12/15/2015 4:45 PM
23	Aberlady	12/15/2015 4:44 PM
24	Aberlady	12/15/2015 4:43 PM
25	Aberlady	12/15/2015 4:41 PM
26	Aberlady	12/15/2015 4:40 PM
27	Aberlady	12/15/2015 4:39 PM
28	Aberlady	12/15/2015 4:05 PM
29	Aberlady	12/15/2015 4:03 PM
30	Monksmuir Park	12/15/2015 4:02 PM
31	Monksmuir Park	12/15/2015 3:50 PM
32	Monksmuir Park	12/15/2015 3:49 PM
33	Monksmuir Park	12/15/2015 3:48 PM
34	West Barns	12/15/2015 3:47 PM

Copy of Customer Survey for Mobile Library Users

35	West Barns	12/15/2015 3:44 PM
36	West Barns	12/15/2015 3:42 PM
37	Whitekirk	12/15/2015 3:41 PM
38	Whitekirk	12/15/2015 3:40 PM
39	Crauchie	12/15/2015 3:34 PM
40	Whitekirk	12/15/2015 3:34 PM
41	Crauchie	12/15/2015 3:33 PM
42	Crauchie	12/15/2015 3:27 PM
43	Crauchie	12/15/2015 3:25 PM
44	Gifford	12/15/2015 3:22 PM
45	Gifford	12/15/2015 3:21 PM
46	Garvald	12/15/2015 3:20 PM
47	Garvald Mains	12/15/2015 3:19 PM
48	Garvald Mains	12/15/2015 3:18 PM
49	Garvald	12/15/2015 3:17 PM
50	Lempockwells	12/15/2015 3:15 PM
51	MacMerry	12/15/2015 3:15 PM
52	Glenkinchie	12/15/2015 3:13 PM
53	Lempockwells	12/15/2015 3:13 PM
54	Pencaitland	12/15/2015 3:12 PM
55	Pencaitland	12/15/2015 3:11 PM
56	Pencaitland	12/15/2015 3:10 PM
57	Pencaitland	12/15/2015 3:09 PM
58	Pencaitland	12/15/2015 3:08 PM
59	Pencaitland	12/15/2015 3:03 PM
60	Pencaitland	12/15/2015 3:02 PM
61	Pencaitland	12/15/2015 3:01 PM
62	Gladsmuir	12/15/2015 3:00 PM
63	Gladsmuir	12/15/2015 2:59 PM
64	Gladsmuir	12/15/2015 2:58 PM
65	Gladsmuir	12/15/2015 2:57 PM
66	Gladsmuir	12/15/2015 2:56 PM
67	Oldhamstocks	12/15/2015 2:55 PM
68	Old hamstocks	12/15/2015 2:55 PM
69	Innerwick	12/15/2015 2:54 PM
70	Innerwick	12/15/2015 2:52 PM
71	Whitecraig	12/15/2015 2:51 PM
72	Whitecraig	12/15/2015 2:51 PM
73	New Winton	12/15/2015 2:50 PM
74	Elphinstone	12/15/2015 2:48 PM
75	MacMerry	12/15/2015 2:47 PM

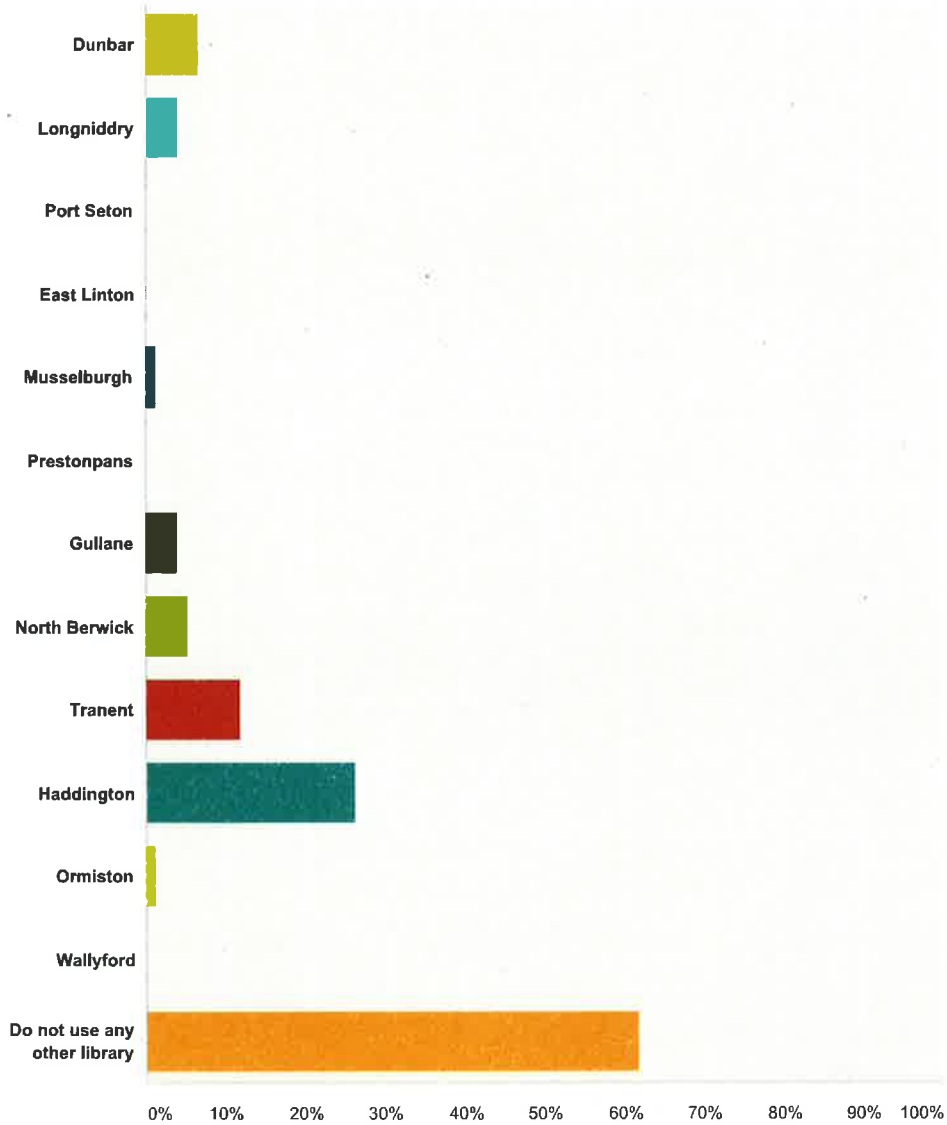
Copy of Customer Survey for Mobile Library Users

76	MacMerry	12/15/2015 2:46 PM
77	MacMerry	12/15/2015 2:45 PM
78	MacMerry	12/15/2015 2:44 PM
79	MacMerry	12/15/2015 2:42 PM
80	Garvald Mains	12/15/2015 2:41 PM
81	Humbie	12/15/2015 2:38 PM
82	West Saltoun	12/15/2015 2:37 PM
83	Humbie	12/15/2015 2:36 PM
84	Dirleton	12/15/2015 2:35 PM
85	Dirleton	12/15/2015 2:34 PM
86	Dirleton	12/15/2015 2:33 PM
87	Gifford	12/15/2015 2:30 PM
88	Gifford	12/15/2015 2:26 PM
89	Gifford	12/15/2015 2:25 PM
90	Gifford	12/15/2015 2:24 PM
91	Gifford	12/15/2015 2:23 PM
92	Humbie	12/15/2015 2:21 PM
93	Bolton	12/15/2015 2:20 PM

Copy of Customer Survey for Mobile Library Users

**Q2 Do you use any other library in addition to the Mobile Library (circle all that apply)**

Answered: 76 Skipped: 18



Answer Choices	Responses
Dunbar	6.58% 5
Longniddry	3.95% 3
Port Seton	0.00% 0
East Linton	0.00% 0
Musselburgh	1.32% 1

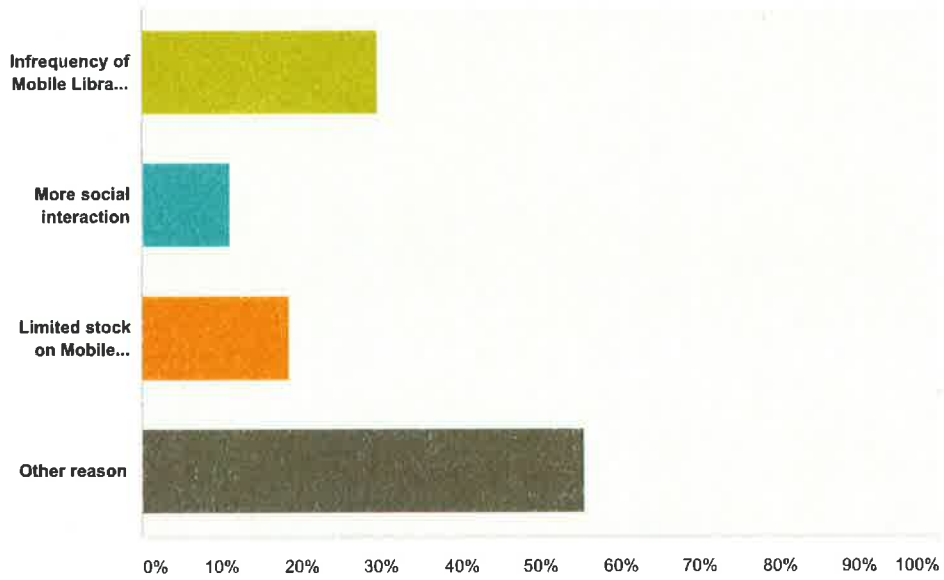
### Copy of Customer Survey for Mobile Library Users

Prestonpans	0.00%	0
Gullane	3.95%	3
North Berwick	5.26%	4
Tranent	11.84%	9
Haddington	26.32%	20
Ormiston	1.32%	1
Wallyford	0.00%	0
Do not use any other library	61.84%	47
<b>Total Respondents: 76</b>		

Copy of Customer Survey for Mobile Library Users

**Q3 If you use other libraries in East Lothian, why do you use them?**

Answered: 27 Skipped: 67

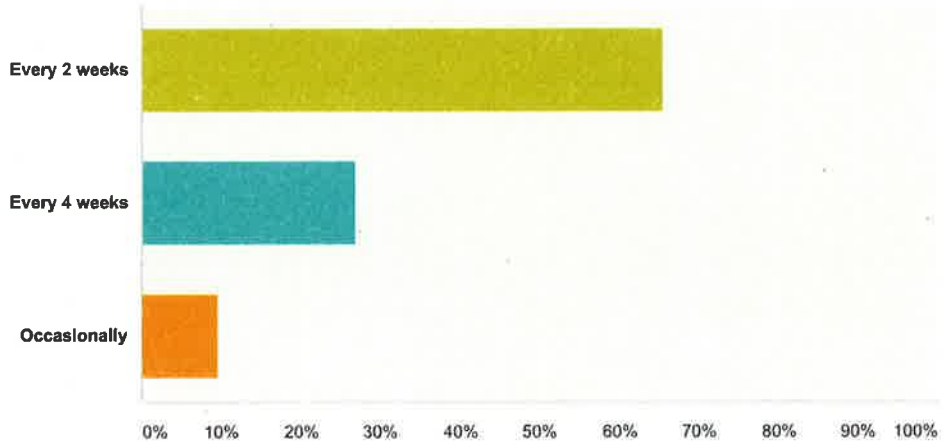


Answer Choices	Responses
Infrequency of Mobile Library visits	29.63% 8
More social interaction	11.11% 3
Limited stock on Mobile Library	18.52% 5
Other reason	55.56% 15
<b>Total Respondents: 27</b>	

Copy of Customer Survey for Mobile Library Users

**Q4 How often do you use the Mobile Library service (circle all that apply)**

Answered: 93 Skipped: 1

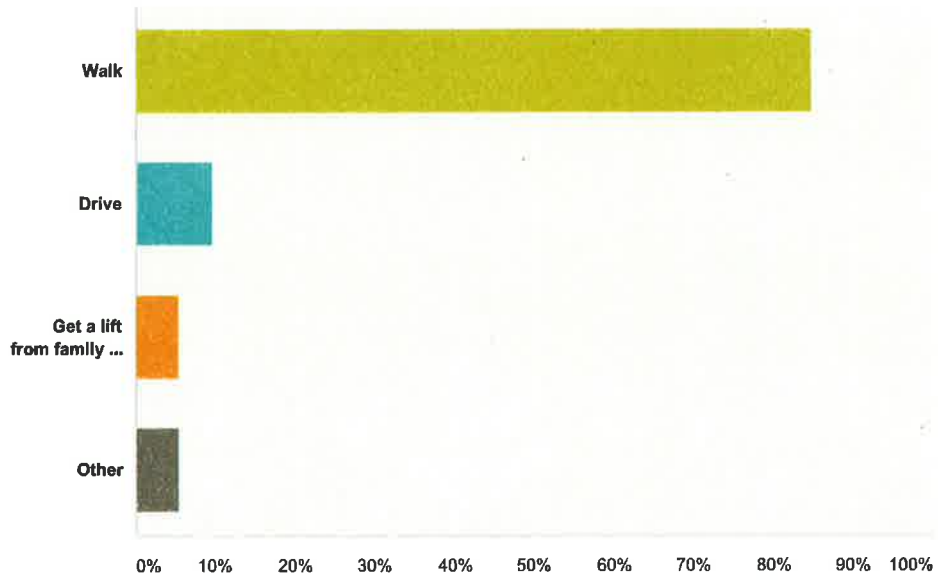


Answer Choices	Responses
Every 2 weeks	65.59% 61
Every 4 weeks	26.88% 25
Occasionally	9.68% 9
<b>Total Respondents: 93</b>	

Copy of Customer Survey for Mobile Library Users

**Q5 To get to the Mobile Library, do you?**

Answered: 93 Skipped: 1



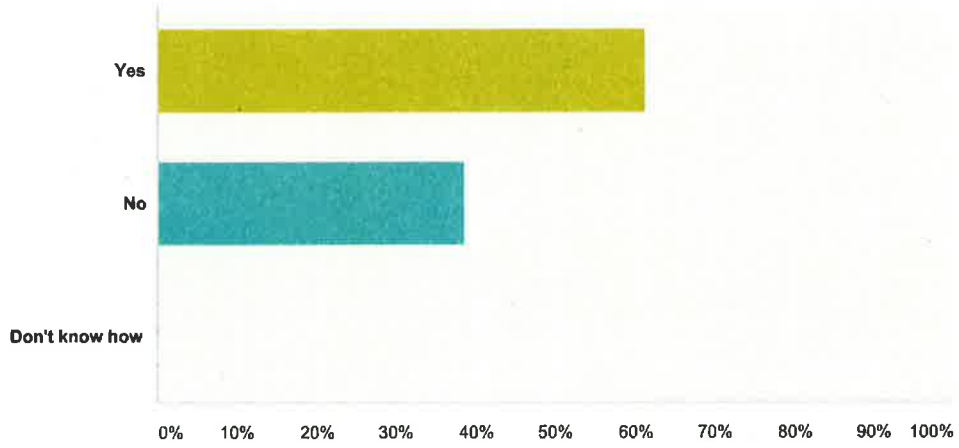
Answer Choices	Responses
Walk	84.95% 79
Drive	9.68% 9
Get a lift from family / a friend / a neighbour	5.38% 5
Other	5.38% 5
<b>Total Respondents: 93</b>	



Copy of Customer Survey for Mobile Library Users

**Q6 Do you use internet access at home**

Answered: 93 Skipped: 1

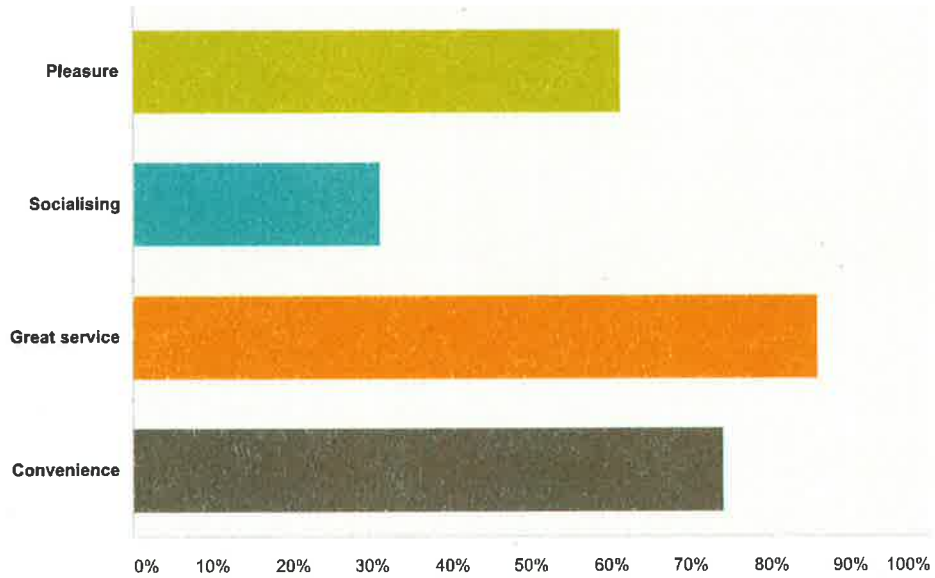


Answer Choices	Responses
Yes	61.29% 57
No	38.71% 36
Don't know how	0.00% 0
<b>Total Respondents: 93</b>	

Copy of Customer Survey for Mobile Library Users

**Q7 What are your main reasons for using the Mobile Library Service?**

Answered: 93 Skipped: 1

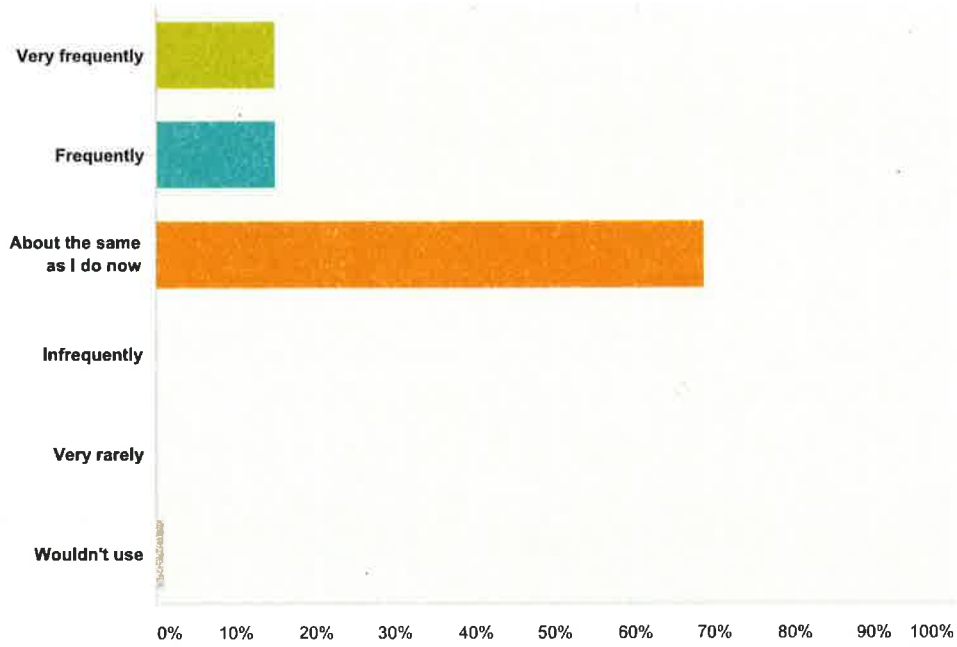


Answer Choices	Responses	
Pleasure	61.29%	57
Socialising	31.18%	29
Great service	86.02%	80
Convenience	74.19%	69
<b>Total Respondents: 93</b>		

Copy of Customer Survey for Mobile Library Users

**Q8 There is a possibility that the existing mobile library is partially replaced by another Council using their library vehicle. If this were to happen would you use the service?**

Answered: 93 Skipped: 1

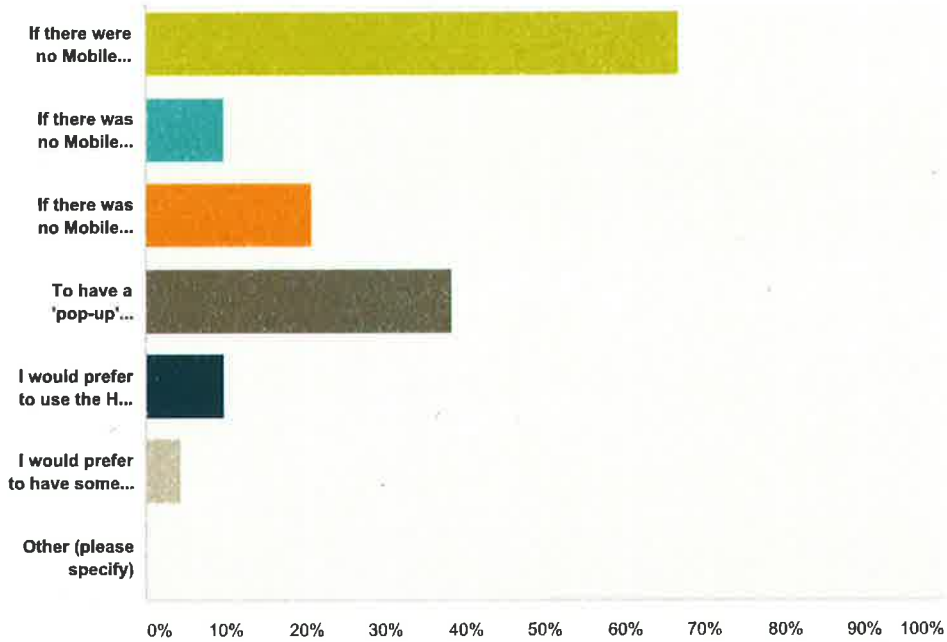


Answer Choices	Responses	Count
Very frequently	15.05%	14
Frequently	15.05%	14
About the same as I do now	68.82%	64
Infrequently	0.00%	0
Very rarely	0.00%	0
Wouldn't use	1.08%	1
<b>Total Respondents: 93</b>		

Copy of Customer Survey for Mobile Library Users

**Q9 If the above option wasn't possible, please circle all of the questions below that apply to you or whoever you are borrowing on behalf of**

Answered: 91 Skipped: 3



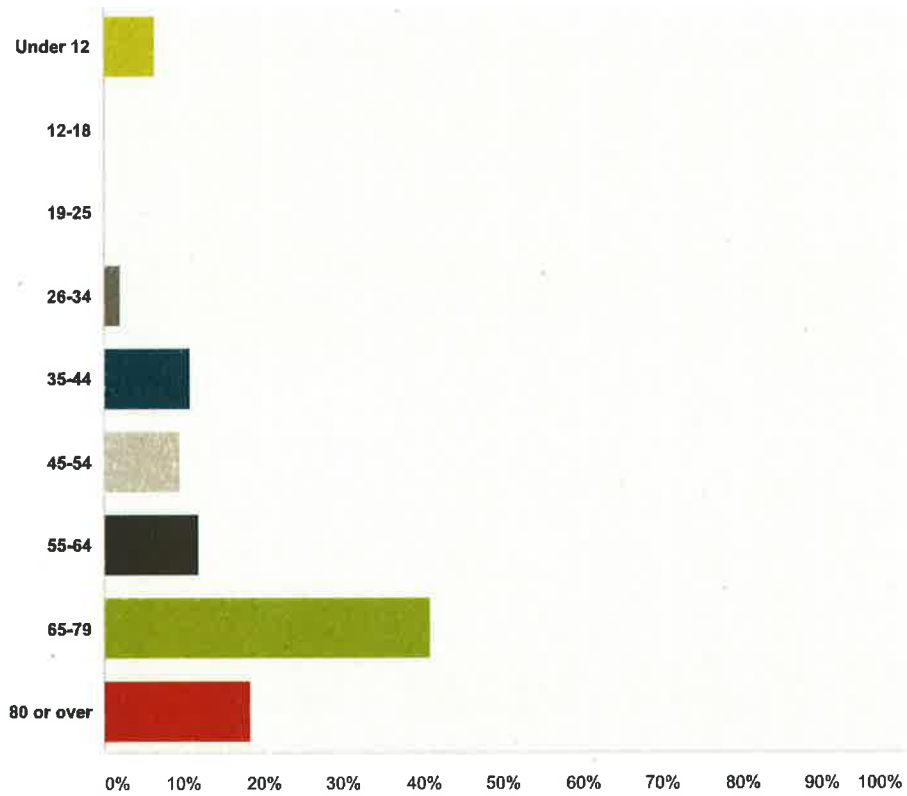
Answer Choices	Responses
If there were no Mobile Library Service I would visit a branch library and would travel there by my own transport / public transport	67.03% 61
If there was no Mobile Library Service I know someone who could take me to one of the branch libraries	9.89% 9
If there was no Mobile Library Service, I just wouldn't use the Library Service	20.88% 19
To have a 'pop-up' library in our village hall / community centre with a limited range of items from which to borrow	38.46% 35
I would prefer to use the Home Delivery and Collection service where a volunteer would deliver me books and collect them from me as I am either not fit / able to get about and / or I find carrying books too heavy for me	9.89% 9
I would prefer to have someone come and take me to my nearest library where I can choose my own books and then take me home but I don't feel I can ask anyone to do this on a regular basis	4.40% 4
Other (please specify)	0.00% 0
<b>Total Respondents: 91</b>	

#	Other (please specify)	Date
	There are no responses.	

Copy of Customer Survey for Mobile Library Users

**Q10 What age group are you?**

Answered: 93 Skipped: 1

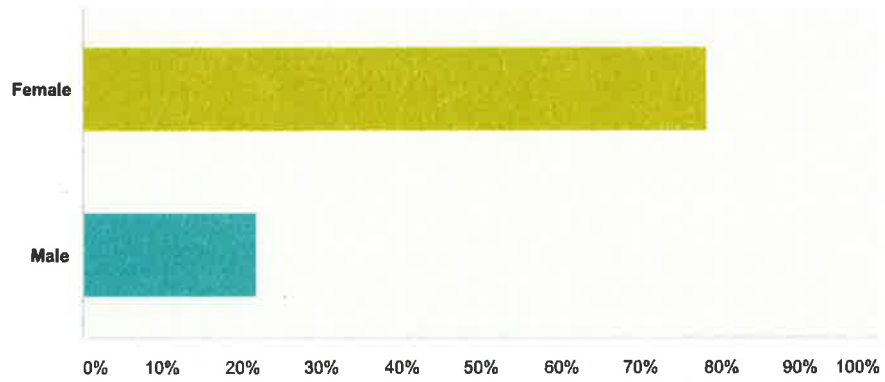


Answer Choices	Responses	
Under 12	6.45%	6
12-18	0.00%	0
19-25	0.00%	0
26-34	2.15%	2
35-44	10.75%	10
45-54	9.68%	9
55-64	11.83%	11
65-79	40.86%	38
80 or over	18.28%	17
<b>Total</b>		<b>93</b>

Copy of Customer Survey for Mobile Library Users

**Q11 What gender are you?**

Answered: 92 Skipped: 2



Answer Choices	Responses	
Female	78.26%	72
Male	21.74%	20
<b>Total</b>		<b>92</b>

## Copy of Customer Survey for Mobile Library Users

### Q12 Comments

Answered: 18 Skipped: 76

#	Responses	Date
1	Both male and female respondents	12/24/2015 8:29 AM
2	Please notify me if you use another council, thank you.	12/22/2015 8:41 AM
3	I have used the Mobile Library Service for 40 years. the Librarians, especially Cecilia, have been brilliant. Thank you Mobile Libraries for a wonderful service.	12/16/2015 1:19 PM
4	Use the mobile for pleasure: I have done so since a small child with grandparents.	12/15/2015 4:43 PM
5	I would use another branch if able because of work times.	12/15/2015 3:25 PM
6	Reason for using branches: They are near the places I play hockey.	12/15/2015 3:22 PM
7	Reason for using a branch: Near hockey pitches	12/15/2015 3:21 PM
8		12/15/2015 3:19 PM
9		12/15/2015 3:18 PM
10	Reason for using a branch: maps	12/15/2015 3:15 PM
11	Reason for using other libraries: Passing by.	12/15/2015 3:03 PM
12	How do you get to the Mobile Library: Husband goes to the library for me as it stops just outside my door.	12/15/2015 2:54 PM
13	Reason for using branch: Maybe at work when mobile calls.	12/15/2015 2:50 PM
14	Pop up Library: would consider using this if it offered the same level of service. Level of Service: This one is great because of the selection and suggestions that the staff made for our family. Our family: 2 adults and 3 children.	12/15/2015 2:41 PM
15		12/15/2015 2:33 PM
16	I know someone who can take me to a branch library - occasionally.	12/15/2015 2:23 PM
17	Pop up Library - Maybe I would use this service.	12/15/2015 2:21 PM
18	Pop up Library: I would be happy to help run this at Bolton Village Hall.	12/15/2015 2:20 PM





**REPORT TO:** Cabinet

**MEETING DATE:** 12 April 2016

**BY:** Depute Chief Executive (Partnerships and Community Services)

**SUBJECT:** Provision of Temporary Accommodation

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**3**

## **1 PURPOSE**

- 1.1 To seek Cabinet approval to increase the number of properties used to provide temporary accommodation to allow the Council to more effectively meet its statutory requirements under the homelessness legislation.
- 1.2 To explain the context, the legal position and rationale for the proposed action.

## **2 RECOMMENDATIONS**

- 2.1 That Cabinet approves the proposal that there is an increase in the provision of temporary accommodation across all tenures.
- 2.2 That within this increase, the property level within the contract for the provision of private sector leased temporary accommodation be increased to 200 properties, subject to a further financial review of the impact of Universal Credit on the financial viability of the contract.
- 2.3 To continue the current housing allocation targets until the Cabinet has the opportunity to review these for financial year 2016/17.

## **3 BACKGROUND**

- 3.1 This report represents the second part of a 3-stage approach to improving the re-housing activity in relation to delivering the Council's statutory homeless responsibilities, which will aim to reduce time spent in temporary accommodation by homeless people and reduce the Council's reliance on the use of B and B accommodation.

- 3.2 The first stage of this process was an agreement in October 2015 to increase the level of allocations to general needs applicants (which includes homeless clients). This ensured that the allocations ratios between General Needs and Transfer applicants more closely reflected the relative level housing need of both groups on the Housing Register.
- 3.3 A further paper on housing allocation targets for 2016/17 will be presented to the next meeting of the Cabinet.
- 3.4 The third stage of the process will be the further development of the housing options and advice service with a focus on preventing homelessness and the development of new housing options, such as mid-market rent, flat share and other opportunities to assist clients to access appropriate housing before homelessness occurs.
- 3.5 The Council has a statutory obligation to provide temporary accommodation, if required, to applicants for assistance under the homelessness legislation. At present, the Council has access to 360 houses used for temporary accommodation in a range of tenures.
- 3.6 The Council also accesses 38 units of specialist supported accommodation, providing services to specific groups such as young single people, the victims of domestic violence and older single people with support needs.
- 3.7 Any demands outwith these resources are met, initially at least, by the provision of B and B accommodation. Since 2012, the time spent by clients in such accommodation has increased significantly despite the increased provision of temporary accommodation.
- 3.8 A further area of concern is that the Council recently breached the terms of the Unsuitable Accommodation (Scotland) Order 2004 as amended by The Homeless Persons (Unsuitable Accommodation) (Scotland) Order 2014 for the first time in several years.
- 3.9 A family with children were accommodated in B and B accommodation for longer than the 14 days specified by the order. This occurred because of the lack of supply of suitable temporary accommodation caused by the limited turnover of such accommodation and the limited supply of permanent allocations.
- 3.10 It remains a concern that it is likely that further breaches will occur unless we address both the allocations and supply of temporary accommodation issues.
- 3.11 As part of the process to increase the provision of temporary accommodation, the Council has provided 26 units via recent open market acquisitions and plans further investments for a similar purpose.

3.12 The table below shows the stock of temporary accommodation on 31 December 2012, i.e. the time of the legislative changes and the average time an applicant spent in such accommodation in comparison to the current position.

Temporary Accommodation	31st Dec 2012	Average stay at 31/12/2012	1st March 2016	Average stay at 1st March 2016
East Lothian Council Properties	99	191	167	336
Leased from RSLs	54	270	47	338
Leased Private Sector	101	208	146	359
<b>Total Furnished units</b>	<b>254</b>	<b>215</b>	<b>360</b>	<b>339</b>
B and B	22	35	58	72

3.13 The Council's responsibilities in relation to temporary accommodation have altered and increased because of the 2012 legislative changes when the concept of priority need was removed from the homeless legislation.

3.14 Prior to December 2012, where a person was found not to be in priority need, the Council's responsibilities were to provide temporary accommodation for a period sufficient for them to receive and act on advice to allow them to secure accommodation.

3.15 With the change in the legislation, what were previously seen as "non-priority applicants" achieved the right to re-housing and crucially from the perspective of temporary accommodation, a right to such accommodation until re-housing was achieved.

3.16 This has led to a growth in demand for temporary accommodation, especially from single people below the age of 60 years, along with an increase in the time spent in temporary accommodation. This increase in demand has been identified nationally, however because of the relatively small proportion of one bed-roomed houses in East Lothian's housing stock, the Council has been particularly badly affected by this legislative change.

3.17 In terms of demand, the Council introduced a Housing Options service in 2010, aimed at assisting people to resolve their housing difficulties without homelessness occurring. The impact of this approach has been to reduce homeless demand by 39%. Whilst this has been a success, it has meant that a greater proportion of homeless applicants are in circumstances where temporary accommodation is required.

#### **4 POLICY IMPLICATIONS**

- 4.1 The existing housing allocation targets will assist the Council to meet its legal obligations under the Housing (Scotland) Act 2001 and Homelessness etc (Scotland) Act 2003.
- 4.2 A paper outlining the proposed targets for 2016/17 will be presented to the next Cabinet meeting, following a review of the year-end position. Clearly if the Council is to meet its legal obligations, the allocation of houses to homeless applicants will have to remain a priority within any targets which are established.
- 4.3 The Council will be reviewing its Local Housing Strategy during 2016/17 and will consider future Temporary Accommodation requirements as part of this process.

#### **5 EQUALITIES IMPACT ASSESSMENT**

- 5.1 A Combined Impact Assessment was undertaken as part of the implementation of the new Allocations Policy and was separately lodged in the Members' Library.
- 5.2 The Combined Impact Assessment has found no negative impacts.

#### **6 RESOURCE IMPLICATIONS**

- 6.1 Financial – This increase in provision of temporary accommodation will help reduce the financial strains on the General Services Budgets caused by the provision of temporary accommodation in B and B accommodation. This along with the allocation policy changes agreed in October will assist throughout from all forms of temporary accommodation to settled accommodation.

The Council is, however, in a difficult position because of the decision of The Department of Work and Pensions to implement the digitalisation of the Universal Credit process in East Lothian in March 2016. It is still too early to comment precisely on the full impact of these changes, but initially it appears that the changes with regard to Private Sector Leased accommodation will have a significantly negative impact.

It is therefore recommended that a full financial review be completed to establish exactly what these impacts are likely to be, as part of the review of the Temporary Accommodation Strategy. This will be undertaken later this year as part of the review of the Local Housing Strategy.

- 6.2 Personnel – None.
- 6.3 Other – None.

## **7 BACKGROUND PAPERS**

- 7.1 Council Report –Housing Allocations Policy Review 2013/14 – February 2014

<b>AUTHOR'S NAME</b>	Tom Shearer
<b>DESIGNATION</b>	Head of Communities and Partnerships
<b>CONTACT INFO</b>	Ian Patterson x7544
<b>DATE</b>	March 2016



**REPORT TO:** Cabinet

**MEETING DATE:** 12 April 2016

**BY:** Depute Chief Executive (Resources & People Services)

**SUBJECT:** Archive Acquisition Policy

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**4**

## **1 PURPOSE**

- 1.1 To present the Archive Acquisition Policy for approval by the Cabinet so that East Lothian Council has a clear set of parameters for the collection and disposal of archival and local history materials.

## **2 RECOMMENDATIONS**

- 2.1 That the Cabinet approves the Archives Acquisition Policy, attached as Appendix 1 to this report.

## **3 BACKGROUND**

- 3.1 The creation of the Archive Acquisitions Policy is an action point and commitment made within the Council Records Management Plan as required under the Public Records (Scotland) Act 2011. It is aligned with Element 7 the Archival Transfer Arrangements.
- 3.2 The approval of the policy will also allow for the future possibility of East Lothian Council working towards 'Accreditation' from the National Archives which will support recognition of the high quality of work undertaken in the Heritage services within East Lothian

## **4 POLICY IMPLICATIONS**

- 4.1 This Policy is a continuance of the work undertaken within the Records Management Plan approved by the Council in 2015 to demonstrably improve the operations of its Records Management provisions.

## **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

## **6 RESOURCE IMPLICATIONS**

- 6.1 Financial – Any costs arising out of the policy can be managed within existing approved budgets.
- 6.2 Personnel - None
- 6.3 Other - None

## **7 BACKGROUND PAPERS**

- 7.1 Archive Acquisition Policy V2

<b>AUTHOR'S NAME</b>	Alex Fitzgerald
<b>DESIGNATION</b>	Team Leader – Archives and Records
<b>CONTACT INFO</b>	Extension 8223
<b>DATE</b>	24/03/2016



# **Archive Acquisition Policy**

**March 2016**

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## Version Control

Version #	Notes	Date	Author
1	Draft concluded after consultation with Archivists & Legal.	22/02/2016	AF
2	Clarification of transfer requirements and simplification of reference to artefacts.	21/03/2016	AF

## 1. Introduction

1.1 In order to effectively regulate and authorize the actions of the Information Governance team to acquire materials on behalf of East Lothian Council the following policy sets out the context for this, and the processes by which it may be enacted by the duly authorized staff.

1.2 For the purposes of this policy the phrases 'record', 'Archive' and 'Archive Material' will also relate to any materials which may also be regarded as 'Local History' and shall include but not be limited to printed materials and ephemera.

1.3 Section 54 of the Local Government etc. (Scotland) Act 1994 sets out that:

(3) A local authority may—

(a) acquire by way of purchase records which, or (in the case of a collection) the majority of which, appear to the authority to be of general or local interest;

(b) accept the gift of records which or, in the case of a collection, the majority of which appear to the authority to be of general or local interest.

(4) A local authority may accept the deposit of records—

(a) authorised to be deposited with it by any enactment; and

(b) which appear to the authority to be of general or local interest

1.4 The Model Records Management Plan created by the Keeper of the Records of Scotland sets out that one of the mandatory elements for a Records Management Plan as required of local authorities under the Public Records (Scotland) Act 2011 is the clear statement of Archive Transfer Arrangements. The subsequent supporting guidance on 'Proper Arrangements' once issued will be taken into consideration.

This policy will form the basis for the internal transfer of materials from active use into the Archive Service, and will outline the process to be followed for any materials identified in the Retention Schedule for Permanent Preservation.

1.5 The Archivists of Scottish Local Authorities Working Group (ASLAWG) of the Archives and Records Association (ARA) produce guidance on best practice in relation to Acquisitions which shall be considered in this policy and in future revisions.

## **2. Purpose of East Lothian Council Archives**

East Lothian Council Information Governance Team seeks to collect, preserve, and promote the documentary heritage of East Lothian for the use and benefit of present and future generations.

To this end the service aims to collect and preserve:

- the records of East Lothian Council and its predecessors
- records received by gift, purchase, temporary or indefinite loan of individuals, families, estates, societies, organisations, institutions, industry and business which are of legal, historical or cultural significance and which are of significance to East Lothian
- records deposited with us by the Keeper under his charge and superintendence scheme

## **3. Methods of acquisition**

All acquisitions must be accompanied by an agreement signed by the archive's owners and East Lothian Council, covering ownership, copyright, access arrangements and provision for materials not selected for permanent retention.

### **3.1 Gift**

The legal ownership of the records is transferred to the East Lothian Council.

### **3.2 Permanent deposit**

The legal ownership of the records remains with the depositor or owner while custody and responsibility for the records is transferred to East Lothian Council and the care of the Archive team.

Temporary withdrawal will be permitted subject to three months notice being given in advance. Records may be withdrawn for no more than one month in any year.

#### **3.2 (a) Termination of Permanent Deposit Arrangement**

Due to the large costs incurred in cataloguing and otherwise administering the collections East Lothian Council reserve the right to charge for administration and conservation costs incurred relating to the collection upon the termination of a permanent deposit arrangement.

### **3.3 Charge and superintendence**

The records are transferred by the Keeper of the Records of Scotland, who retains overall responsibility for them.

### **3.4 Transfer**

The records are transmitted from another department within the authority. This will require the departments to state that the material is no longer active and should now be permanently preserved.

### **3.5 Purchase**

The records are purchased on the open market or by private arrangement with the owner/dealer. The seller must have lawful title to the records.

### **3.6 Loans**

Items can be acquired on a temporary basis for the purposes of exhibition, display, or for specific events / activities. These will remain the property of the lender. No cataloguing or other conservation / preservation work will be undertaken by East Lothian Council on these items unless funded by the originator of the loan and with their agreement.

## **4. Terms of Acquisition**

### **4.1 Criteria**

Before acquiring records for the Archives, East Lothian Council requires that at least one of the following apply:

- If Council records they are non-current and are identified for archival transfer in the Retention schedule
- the depositor is authorized to transfer title to material and signs a deposit or gift agreement
- the material is unique or rare
- its authenticity and integrity is documented
- its historical/archival value can be demonstrated
- it is in a reasonable physical condition
- the records be free of legal encumbrances or excessive access restrictions which will diminish its research potential
- the material relates to an individual, organisation, business, group, geographical site, building or event which is within, or has a connection with, East Lothian, either currently or at the time of its creation.

The assessment of all collections will be undertaken with reference to our Appraisal Protocol.

### **4.2 Formats**

East Lothian Council will acquire collections regardless of format. Digital as well as physical collections will be acquired by the Archives.

In general principle the following are the types of items: images; books; manuscripts; ephemera; maps; plans.

This does not preclude other items from being considered.

## **5. Acquisition restrictions**

- 5.1 Since the Information Governance team do not standardly collect 'artefacts' they will discuss the care arrangements for any items which overlap with the appropriate specialists. The Museums Team currently provide care and

guidance for the professional care of 'artefacts' and any conversations will refer to the appropriate standards and policies. Any items entirely within their remit will be managed in line with their policies.

- 5.2 Collections that span more than the geographical area of East Lothian will be accepted after discussion with the depositor. Other interested archive services and the National Records of Scotland may also be consulted as appropriate.
- 5.3 Collections will not be divided across multiple authorities if doing so will destroy the integrity of the collection. In cases where some records within a collection relate to a different geographical area, appropriate cross-referencing will be made and, if possible, copies of the relevant records made available to other authorities.
- 5.4 Collections will be acquired on the understanding that they will be made available for research, subject to legal restrictions.

## **6. De-accessions / Disposal of materials**

- 6.1 In cases where material offered to East Lothian Council may be better suited somewhere else then the potential depositor will be advised of this.
- 6.2 However in some cases where this has not happened East Lothian Council may subsequently de-accession, or dispose of, material.
- 6.3 Material may be de-accessioned by: transfer to a more suitable repository; recycled as handling material; resources for projects; destroyed; or sold.
- 6.4 In the case of deposited material the original owner will be consulted before any action is taken to de-accession the records.
- 6.5 In the case where ownership has been transferred to East Lothian Council the method of de-accessioning will be at the discretion of the Team Manager, although other stakeholders may be invited to be involved.
- 6.6 If records are to be sold monies made from the sale will be used for the upkeep or care for the collections.

## **7. Approvals & Review**

- 7.1 Policy passed for Approval by Cabinet, April 2016
- 7.2 Policy is to be reviewed no later than April 2019.

# East Lothian Partnership

## ACTION NOTE OF THE MEETING OF THE RESILIENT PEOPLE PARTNERSHIP

Wednesday 18 November 2015, 2-4pm, Doughty Centre, Herdmanflat Hospital, Haddington EH41 2BU

### Partnership Members Present:

Mike Ash, Vice-Chair, East Lothian Integration Joint Board (MA)  
 Alex McCrorie, Depute Chief Executive Resources and People Services, East Lothian Council (AMcC)  
 David Small, Chief Officer, East Lothian Integration Joint Board (DS)  
 Sarah-Jane Linton, Head of Performance and Planning, Edinburgh College (SJL)  
 Danny Harvie, Director ELCAP, Coalition of Community Care and Support Providers in Scotland (DH)  
 Alison Meiklejohn, Non Executive Board Member, NHS Lothian (AM)  
 Linda McNeill, Depute Chief Executive, substitute for Eliot Stark, STRiVE (LMcN)  
 Cllr. Donald Grant, Spokesperson for Health and Social Care, ELC (DG)  
 Angela Dougall, Development Manager Strategic Planning & Improvement Advisor, substitute for Sally Egan, NHS Lothian. (AD)

5a

### Others Present:

Veronica Campanile, Policy Officer, Corporate Policy & Improvement, ELC (VC)  
 Jane Heslop, REAS Interim Chief Nurse, NHS Lothian (JH)  
 Martin Bonnar, Manager, MELDAP (MB)  
 Maternity Services NHS Lothian (Parenting)  
 Ann Hume, Coordinator Olivebank Child and Family Centre, ELC (AH)

### Partnership Members Apologies:

Cllr. Stuart Currie, Leader of the SNP Group, ELC (SC)  
 Sally Egan, Associate Director and Child Health Commissioner, NHS Lothian (SE)  
 Eliot Stark, Chief Executive STRiVE  
 Anna O'Reilly, Assistant Director, Children 1<sup>st</sup>  
 Cllr. Shamin Akhtar, Spokesperson for Education and Children's Wellbeing, ELC (SA)  
 Brian Currie substitute for Jackie Philip, Regional Manager, Good Companions, Scottish Care

David Milne also gave apologies

Item	Action
<b>Welcome</b> to Sarah-Jane Linton, Edinburgh College's representative. <b>Apologies</b> - above	<b>None</b>
1. The Action Note of the RPP meeting of 16 September 2015 was approved.	<b>VC</b>
2. Matters arising a. Action log (from this and previous meetings)	

Item	Action
<p>8. MTP Members to check that their own organisations are aware of the MTP project and contact Rebecca Spillane to speak at meetings if required –<b>ALL MEMBERS</b>. Members to consider and contact VC if you have already made contact or if you do not need to be involved.</p> <p>At the meeting the following was noted and action agreed:</p> <ul style="list-style-type: none"> <li>• STRiVE and NHS Lothian are already involved.</li> <li>• Confirm if Children 1<sup>st</sup> is already involved</li> <li>• Confirm if the Coalition is interested</li> <li>• Edinburgh College / Sara-Jane Linton to follow up on this project with VC</li> <li>• Follow up with Jackie Philips re Scottish Care</li> </ul>	<p><b>AOR</b> <b>DH</b> <b>SJL</b> <b>VC</b></p>
<p><u>5. Senior Phase Attainment</u> - <i>Explore STRiVE's work with young people to support positive destinations.</i></p> <ul style="list-style-type: none"> <li>• Noted that Linda McNeill is on the Developing East Lothian's Young Workforce/ Positive Destinations Working Group which is where this would sit. Alex McCrorie to explore this with Linda McNeill.</li> </ul>	<p><b>AMcC /</b> <b>LMcN</b></p>
<p><u>4.a Priority Actions</u> All partners to contact the Accountable Officers (AO) directly in order to get more involved / <b>ALL MEMBERS</b> - Members to consider and contact VC if you have already made contact with the AOs or if you do not need to be involved.</p> <p>At the meeting the following was noted and action agreed:</p> <ul style="list-style-type: none"> <li>• Parenting – on agenda today</li> <li>• School attendance - Alex McCrorie to take forward. This includes previously agreed action to discuss this at the GP Forum via John Turvill</li> <li>• Physical activity - Need to assess which partners are involved and if further involvement is possible</li> </ul>	<p><b>AMcC</b> <b>VC/ Jon</b> <b>Turvill /</b> <b>Eamon John</b></p>
<p>8. <u>Outcome 6: In East Lothian we live healthy active and independent lives</u></p> <ul style="list-style-type: none"> <li>• Report back on how the Health Inequalities Plan will be incorporated into the Health and Social Care Strategic Plan/David Small to advise</li> <li>• Use People's Voice tool to plan engagement on the second consultation on the strategic plan and attach the completed Planning Record to the report to the Integrated Joint Board on 16 December DS/Carol Lumsden. <u>Post meeting note:</u> the Planning Record was completed and lodged with the Consultation Hub</li> </ul>	<p><b>DS</b>  <b>DS / Carol</b> <b>Lumsden</b></p>



Item	Action
<p>2.1 <u>School attendance - action</u></p> <ul style="list-style-type: none"> <li>• DN to arrange with Jon Turvill (Health and Social Care Partnership) to meet the GP forum and address action through their practices. AMcC to take this forward</li> <li>• VC to contact Gill Imery, Police Scotland, for a key contact for action by their service: This will be John Fleetwood, LALO.</li> <li>• All members to bring forward suggestions on services/groups that could take action</li> <li>• SA to feed in the discussion to the Education Committee (this will complement the performance reports from each school to the committee). SA confirmed this was done and the RPP's work will be regularly brought up on the agenda.</li> </ul>	<p><b>AMcC</b></p> <p>-</p> <p>-</p>
<p>6. <u>Children's Strategic Partnership and services for children improvement plan-progress report - Action</u></p> <ul style="list-style-type: none"> <li>• All members to consider taking part in consultation opportunities. Noted at this meeting that the consultation was launched and sent to RPP members – <a href="#">hyperlink</a></li> <li>• Re discussion on setting out partners' resources for children's services: all partners to consider and STRiVE and Health agreed to work on this now / LMcN and SE. This is included in the new plan and work is ongoing to complete.</li> </ul>	<p><b>All</b></p>
<p>9. Community Empowerment (Scotland) Act</p> <p>Action / Arrange a series of briefings/discussion on the Act:</p> <ul style="list-style-type: none"> <li>• For Elected members – AMcC: Arranged/expected by March 2016</li> <li>• For the IJB – DG / DS- under consideration by March 2016</li> <li>• For NHS Lothian - MA / SE: A briefing has been agreed with Alex McMahon as part of a development session. Mike Ash to report back</li> </ul>	<p><b>MA</b></p>
<p>2. b. <u>Initial feedback on the Joint Inspection of Older People's Health and Social Care Services.</u></p> <ul style="list-style-type: none"> <li>• David Small gave a verbal report on the initial feedback meeting with the Care Inspectorate team highlighting the positives and areas for improvement. Formal feedback with the report is pending.</li> <li>• The chair was pleased to hear that feedback was positive and wished to thank everyone involved and in particular to Sharon Saunders.</li> </ul>	<p><b>DS</b></p>
<p>7.c <u>Development of the (Health and Social Care) Strategic Plan (SP) and the Big Conversation.</u> David Small gave a verbal update. These points were made and action agreed:</p> <ul style="list-style-type: none"> <li>• Long period of engagement on the SP from December 2014, followed by the Big Conversation on 30 October 2015.</li> <li>• This is the final stage of development of the SP, which builds in the financial implications of the direction of travel and comments from the Inspection.</li> <li>• The final consultation will begin after the 26 November Integrated Joint Board meeting; including formal consultation with East Lothian Council and NHS Lothian</li> </ul>	

Item	Action
<p>Board. This will enable completion of the SP and finalisation of funding.</p> <ul style="list-style-type: none"> <li>• A 3<sup>rd</sup> sector engagement event is planned on 21 January: LMcN asked for the SP to be sent out prior to the event – <b>agreed</b>.</li> <li>• The final SP will be reported to the March RPP meeting. DS</li> <li>• Mike Ash wished to pass on a big thanks to everyone who has worked on the plan and the Big Conversation. DS</li> </ul>	<p>DS DS DS</p>
<p>3.a <u>Autism strategy 2015 – update</u> – presented by Jane Heslop.</p> <ul style="list-style-type: none"> <li>• Discussion on how this Partnership could help with the action plan.</li> <li>• JH is the lead but has some difficulty in not being familiar with local staff who could contribute / take on lead roles for actions.</li> <li>• The Health and Social Care Partnership could assign a lead person. <b>DS</b></li> <li>• JH due to report to the Head of Children’s Wellbeing with leads identified.</li> <li>• Follow up report to this Partnership agreed mid 2016.</li> </ul>	<p>DS JH/VC</p>
<p>Recommendations: the Partnership is asked to note and support the following:</p>	
<p>2.i Progress of the Implementation Group – <b>noted and supported</b></p>	-
<p>2.ii a public update and review in March 216 – <b>noted and supported</b></p>	-
<p>2.iii An easy-read format of the strategy document – <b>noted and supported</b></p>	-
<p>4. <u>Draft Integrated Children’s Services Plan 2016-19</u> –for approval in principle. David Small spoke to the report.</p>	
<p>Recommendations 2.1 The Resilient People Partnership are asked to note the progress of the development of the new Children and Young People Services plan 2016-19 – <b>noted</b>. And to:</p>	
<p>i promote the draft Plan within partner agencies and networks - <b>agreed</b></p>	
<p>ii provide details of any East Lothian specific budget/resources allocated by their partner agency specifically to services for children and young people in East Lothian</p> <ul style="list-style-type: none"> <li>• Noted that this is underway for STRiVE and NHS Lothian</li> <li>• Other partners to consider and confirm</li> </ul>	<p><b>All RPP members</b></p>
<p>iii comment on the draft Plan on behalf of the partner they represent by 13 December 2015, incorporating a short agency statement of financial and resource allocation to East Lothian’s Services for children and young people</p> <ul style="list-style-type: none"> <li>• The consultation is live until <b>13 December</b> (contributions can be submitted a few days later) – <a href="#">hyperlink to consultation</a></li> </ul>	<p><b>All RPP members</b></p>
<p>iv remit the Chairs of East Lothian Partnership and Resilient People Partnership to give informal approval to the submission of the final post-consultation draft Children’ and Young People’s Services Plan 2016-19 to the Local Area Network Care Inspectorate Lead Inspector, Joan Rafferty on 24 December 2015 - <b>remitted</b>.</p>	<p><b>Sharon Saunders</b></p>
<p>v note that the Children’s Strategic Partnership will review its own membership and that of the supporting Planning and Delivery Groups to ensure partnership representation by officers able to take strategic and operational leadership decisions in collaboration over services for children and young people in East Lothian - <b>noted</b></p>	<p><b>Sharon Saunders</b></p>

Item	Action
vi note that the final, post-consultation draft Children and Young People Services Plan 2016-19 will come before the Resilient People Partnership for formal approval at the meeting of 9 March 2016 - <b>noted</b>	<b>Sharon Saunders</b>
7.a <u>MELDAP Annual Report 2014/15 and challenges between national and local reporting.</u> David Small introduced the item and Martin Bonnar spoke to the report. 2. Recommendations	
2.1 The Resilient People Partnership notes the achievements of the MELDAP. Its service partners and providers as described in the 2014/15 Annual Report submitted to the Scottish Government - <b>noted</b>	-
2.2 The Resilient People Partnership acknowledges the challenges between national and local reporting cycles and agrees with the proposed actions (see 3.3.3 of the report) – <b>agreed</b> Action <ul style="list-style-type: none"> <li>• Report back on the proposed actions before the next reporting cycle</li> <li>• DS noted that the MELDAP plan will fit within the Health and Social Care Strategic Plan.</li> </ul>	-  <b>DS / MB</b>
7.b <u>MELDAP Delivery Plan 2015-18.</u> Martin Bonnar spoke to the report. <ul style="list-style-type: none"> <li>• Discussion about the need to improve the funding timeline as currently a gap between implementation and receiving Scottish Government funds.</li> <li>• With the focus on recovery additional funding may be available through the Edinburgh and Lothian Health Foundation – noted that a bid is already being prepared.</li> <li>• Edinburgh College is interested in contacting the Recovery College Manager. VC to link SJL and MP. <b>SJL to update at next meeting.</b></li> <li>• Necessary to develop new 3<sup>rd</sup> sector agencies and build on good practice locally and elsewhere - <b>LMcN</b></li> </ul>	          <b>VC / SJL</b>  <b>LMcN</b>
2. Recommendations	
2.1 The Resilient People Partnership supports the key actions set out in the MELDAP Delivery Plan 2015-18 - <b>supported</b>	-
2.2 The Partnership acknowledges the work implemented in 2015-16 towards the MELDAP Delivery Plan 2015-18 - <b>acknowledged</b>	-
6. a <u>Priority Actions for Partners – Parenting.</u> Angela Dougall spoke to the report.	
2. Recommendations	
2.1 The Partnership is recommended to note the role of the Early Years Planning and Delivery Group of the Children’s Strategic Partnership in overseeing the partnership’s development of parenting supports in East Lothian – <b>noted</b> . And is asked to:	
i support the delivery of a range of well evidenced parenting supports across East Lothian to be known as “The East Lothian ‘parenting pathway’” - <b>supported</b>	
ii consider partnership resourcing and re-prioritisation to co-ordinate and support the development and delivery of a ‘pathway’ of support for parents, both universal and targeted – <b>considered</b> and noted that resourcing primarily refers to people – <b>DS to</b>	<b>DS</b>

Item	Action
<b>follow up.</b>	
lii support the introduction of Dads to be programme in East Lothian to enhance the early involvement of fathers. - supported	
iv explore the potential to develop a 'parenting pathway' for parents of children with additional needs and for parents who have particular needs such as those with addiction and or mental health problems – <b>agreed</b>	
vi work with partner agencies to develop the capacity of the voluntary sector to attract additional resources to the delivery of parenting support - <b>agreed</b>	
vii support the work underway to develop a Play Strategy for East Lothian - <b>supported</b> (undertaken through the Early Years and Childcare team)	
viii recognise the role of the Named Person as stated in the Children and Young Person's (Scotland) Act 2014 Part 4 (5) to advise, support and inform parents - <b>recognised</b>	
<u>Action:</u> Let the RPP know if the above is not moving forward and bring forward a follow up report mid 2016. <b>Sally Egan/ Angela Dougall</b>	<b>SE / AD</b>
5. <u>Performance Report 2014/15: Outcomes 4, 5 and 6.</u> Veronica Campanile spoke to the report.	
Recommendations – That the Resilient People Partnership:	
2.1 Approves the Outcome 4 Performance Report 2014/15 - <b>approved</b>	-
2.2 Approves the Outcome 5 Performance Report 2014/15 - <b>approved</b>	-
2.3 Approves the Outcome 6 Performance Report 2014/15 - <b>approved</b>	-
2.4 Risks and Opportunities – remitted to item 8	
8. <u>Resilient People Partnership Governance.</u> Veronica Campanile spoke to the report. The following was noted in discussion:	
<ul style="list-style-type: none"> <li>Some relationships have yet to be mapped from each governance diagram (CSP and IJB) and the table displaying the contributory outcomes and delivery groups/bodies. VC to follow up on this with DS and Sharon Saunders</li> </ul>	<b>VC – DS /SS</b>
<ul style="list-style-type: none"> <li>Re the Risks and Opportunities for this Partnership (from item 5): This was intended as an opportunity to assess Risks and Opportunities in relation to the annual performance reports and the <a href="#">role of this partnership (hyperlink)</a>;</li> <li>It was felt that input was needed to provide the context: agreed to write to RPP partners asking them to contribute proposal on Risks and Opportunities from their risk registers or strategic plans which relate to Outcomes 4, 5 &amp; 6 (and contributory outcomes). <b>VC</b></li> <li>Noted that: the IJB has yet to develop a risk register but could provide operational risks; that this is not possible for the third sector or the Coalition of Community Care Providers as a whole but possibly from STRiVE or for operational risk.</li> </ul>	<b>VC</b>
2 Recommendations	
2.1 To consider if the governance structure presented for each of the Outcomes is appropriate and effective - <b>Members to consider where they are involved and comment to VC on whether the structure is appropriate and effective.</b>	<b>All RPP members</b>
2.2 To recommend any amendments required prior to presentation to East Lothian Partnership - <b>as per 2.1</b>	

Item	Action
10. Draft Action notes - no action required	
11. Any other business	
<ul style="list-style-type: none"> <li>• Re East Lothian Partnership’s Improvement Plan action – a set of three Community Planning Board Member Guidance books developed by the Improvement Services were provided to each member (<a href="#">hyperlink to the Guidance books</a>).</li> <li>• ELP’s Volunteering strategy workshop to develop the action plan will be held on Friday 15 January am. An invitation will be emailed, meanwhile members to consider who could take part for their organisation.</li> <li>• STRiVE are holding a trustee speed matching event on Tuesday 24 November.</li> </ul>	<b>All RPP members</b>
<p><b>Next meeting: Wednesday 9 March 2016, The Boardroom, Edinburgh College, 24 Milton Road East, Edinburgh EH15 2PP.</b></p>	



# East Lothian Partnership

## ACTION NOTE OF THE MEETING OF THE SAFE & VIBRANT COMMUNITIES PARTNERSHIP

Monday 23 November 2015, 2-4pm, Saltire Rooms, East Lothian Council, John Muir House,  
Haddington EH41 3HA

### Partnership Members Present:

Monica Patterson, Chair, Depute Chief Executive – Partnerships and Community Services, East Lothian Council (MP)	5b
Councillor Jim Gillies, East Lothian Council (JG)	
Councillor Peter MacKenzie, East Lothian Council (PM)	
Fiona Young, Chief Officer, Lothian & Borders Community Justice Authority (FY)	
Dean Mack, East and Midlothian Manager, Scottish Fire & Rescue Service (DM)	
David Rose, Committee Member, Association of East Lothian Community Councils (DR)	
Linda McNeill, Depute Chief Executive, STRiVE (LM)	
Julie Hayward, East Lothian Tenants and Residents Partnership (JH)	

### Others Present:

Temp Chief Inspector Matt Paden, Police Scotland (MPa)
Claire Goodwin, Policy Officer, East Lothian Council (CG)
Patsy King, Development Officer, East Lothian Council (PK)
Alistair Perry, Local Senior Officer, Scottish Fire & Rescue Service (AP)
Paolo Vestri, Service Manager Corporate Policy & Improvement, East Lothian Council (PV)
Wendy McGuire, Team Leader Economic Development and Strategic Investment (WMC)

### Partnership Members Apologies:

Councillor Tim Day, East Lothian Council
Chief Superintendent Gill Imery, Police Scotland
Philip Conaglen, Consultant in Public Health, NHS Lothian

### WELCOME/APOLOGIES – as above

1. **ACTION NOTE OF THE PREVIOUS MEETING:** The Action Note of the S&VCP of 28th September 2015 was approved
2. **MATTERS ARISING – None**
3. **ROLE AND REMIT OF SAFE & VIBRANT COMMUNITIES PARTNERSHIP:**  
Paolo Vestri spoke to the report

### **Decision on the Recommendations/Action**

The S&VCP members agreed to the following recommendations:

2.1 – That the S&VCP agree a future role and remit and report this to East Lothian Partnership for endorsement - **Agreed**

#### **Actions**

- The S&VCP role and remit as outlined in the report was agreed to, although the need for further discussion was noted – **PV**
- A workshop session has been set up for Friday the 15<sup>th</sup> January to take forward development of the Volunteer Strategy – further details to be confirmed – **LM / CG**

## **4. ANNUAL PERFORMANCE REPORT 2014/15 – OUTCOMES 7, 8, 9 AND 10**

Paolo Vestri spoke to the report

### **Decision on the Recommendations/Action**

The S&VCP members agreed to:

2.1 Approve the Performance Report for Outcomes 7-10, 2014/15 - **Agreed**

2.2 Assess the Risks and Opportunities for this Partnership for 2015/16 making use of the Performance Report results – **Agreed**

#### **Actions**

- Report to March S&VCP on the work being developed by the Fire & Rescue Service in partnership with other organisations – **DM / AP**
- Look at incorporating additional reducing reoffending indicators into the performance framework – consider specific personal outcomes with reference to the national framework that is under development – **CG**
- Review current indicators for road safety – **CG / AS**
- Continue work to develop new indicators in relation to outcome 8 (natural environments) – **CG**
- Review current indicators for outcome 9 (housing) – **CG / WM**

#### **Notes**

- Matt Paden identified that crime / antisocial behaviour data is used by the Tasking and Coordinating Group to target partner organisations' activity
- Changes to arrangements for Community Justice were identified as both a risk and an opportunity
- The increasing focus of Fire & Rescue Service on prevention and working in partnership with partners and communities was identified as an opportunity
- Matt Paden noted the importance of ongoing monitoring of hate crime figures
- Risk was identified in relation to being able to deliver the additional 10,050 houses identified in the Local Development Plan



## 5a. OUTCOME 10 – COMMUNITY JUSTICE REDESIGN UPDATE

Paolo Vestri spoke to the report

### Decision on the Recommendations/Action

Partnership members were asked to:

2.1 Note that East Lothian Partnership agreed to the S&VCP taking on the role on 'Reducing Reoffending Board' from 2016/17 onwards (as a 'Shadow Board' in the initial year) – **Agreed**

2.2. Agree to take the necessary steps to enable the S&VCP to assume the role of 'Reducing Reoffending Board' – to include accepting the remit outlined in paragraph 10.8 of appendix 1 below and extending the current S&VCP membership as necessary – **Agreed**

2.3 Agree to the necessary steps required to establish a Reducing Reoffending Group with a remit as outlined in paragraph 10.7 of appendix 1 – **Agreed**

2.4 Not the appointment of a Policy Officer (Community Justice) to take forward the transition to the new Community Justice arrangements – **Agreed**

### Actions

- Transition Plan to be submitted to the Scottish Government by the end of January – **PV / CG**
- Draft Transition Plan to be submitted to the January meeting of East Lothian Partnership for sign off and will also be circulated electronically to S&VCP members – **PV / CG**
- Representatives from relevant organisations not already represented on the S&VCP will be invited to become members – **CG**

### Notes

- Community Justice Scotland Bill is on track for completion by May 2016
- S&VCP meetings could potentially be split into two halves, with Reducing Reoffending covered in the first half of the meeting
- More detailed discussion and partner involvement will take place in relation to producing a Reducing Reoffending Plan that will be submitted towards the end of 2016
- Lothian & Borders CJA Area Plan will cover the period up to March 2017

## 5b. OUTCOME 7 – ROAD SAFETY WORKING GROUP MINUTES

### Notes

- Draft Road Safety Plan has been developed and will be circulated to the Road Safety Working Group for comment – the draft will then come to the March meeting of the S&VCP

**6a. OUTCOME 9 – EVERYONE IN EAST LOTHIAN HAS ACCESS TO QUALITY SUSTAINABLE HOUSING**

Wendy McGuire spoke to the report

**Actions**

- None

**Notes**

- The Strategic Housing Investment Plan (SHIP) outlines how partners will deliver the required housing over a five year period
- Increasing the supply of affordable housing is a key priority – recent research led by the Council looked at options for delivering more mid market rental properties without Council subsidy
- A discounted housing for sale model has been approved for a site in North Berwick for January 2016

**9. AOB**

None

**NEXT MEETING: Monday 21st March 2016, 2-4pm, Saltire Rooms, Haddington**